

## City of Winslow Job Description

**Position Title:** Police Officer  
**Department:** Police  
**Division:**  
**Reports To:** Police Sergeant or Corporal  
**Grade:** 49  
**FLSA Status:** Non-Exempt

### GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation and related law enforcement activities. Maintains department equipment, supplies and facilities. Maintains contact with the general public, court officials and other city officials in the performance of police operating activities.

### SUPERVISION EXERCISED

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES** This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of essential job functions, see the recruitment bulletin at time of job opening.

Works on rotating shifts performing patrol, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes and misconduct.

Works on assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, domestic violence, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers, preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents, summons ambulances and other law enforcement vehicles, takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift, seeks out and questions victim, witnesses and suspects, develops leads and tips, searches scene of crimes for clues, analyzes and evaluates evidence and arrests offenders, prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, and County Prosecutor's Office regarding cases, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

Performs related duties as required or assigned.

**QUALIFICATIONS:** To perform this job successfully. An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **1. Minimum Education and Experience**

- a) High school diploma or GED equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- b) Any combination of training, education and experience which provides the knowledge, skills and abilities to successfully perform the duties associated with the position.

## **2. Desired Knowledge, Skills and abilities**

- a) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- b) Ability to learn the applicable laws, ordinances, and department rules and regulations.
- c) Ability to perform work requiring good physical condition.
- d) Ability to communicate effectively orally and in writing.
- e) Ability to exercise sound judgment in evaluating situations and in making decision.
- f) Ability to follow verbal and written instructions.
- g) Ability to learn the City's geography.

### 3. Special Requirements

- a) Must be 21 years or older at the time of employment
- b) Must be a U.S. citizen.
- c) Must be Arizona Post Certified or have the ability to become certified within 6 months after hire.
- d) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State or adjudged to have violated traffic regulations governing the movement of vehicles with such a frequency so as to indicate a disrespect for traffic laws and disregard for the safety of other persons on the highway within the past three years.
- e) Ability to meet department's physical standards.
- f) Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- g) Must not have used marijuana within past three years.
- h) Must not have unlawfully used dangerous drugs or narcotics within the past seven years.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A) The employee must be able to pass Departmental Physical Fitness Test.
- B) The employee is required to sit, see talk and hear.
- C) The employee is required to stand; walk and run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms;
- D) The employee is occasionally required climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- E) The employee must occasionally lift and/or move more than 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- A) The employee frequently works in outside weather conditions.
- B) The employee works with weapons and explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- C) The noise level is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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